



Department or College Name
Division or Program Name
Administration & Finance
University of Cincinnati
PO Box
Cincinnati, OH 45221-

Building Name
Phone (513)
Fax (513)

BUSINESS/FISCAL PROGRAM
OFFER LETTER

University of Cincinnati is very pleased to offer you the position of TITLE (Skill Level ____), a position in the unclassified civil service, in the DEPARTMENT. Your annualized salary will be \$XXXX.00.

Your appointment will begin on DATE, at which time you will report to SUPERVISOR's office in ROOM/ BUILDING.

You understand and acknowledge that unclassified employees serve at will, that is, at the pleasure of the Board of Trustees. You further understand and acknowledge that as an at will employee both you and the university remain free to end your employment with the university for any reason or for no reason at all. Being an unclassified employee entitles you to receive the salary and benefits afforded by the university to unclassified employees and you agree to accept the same. As an unclassified employee, you will be paid monthly, on the first day of each month.

We strongly believe the knowledge and background you bring to this position will assist the entire university in the continued improvement of operations. At the same time, we believe we can offer you the challenge and career development that will help you to attain your personal goals.

NOTIFICATION OF ACCEPTANCE

I understand and accept the terms of employment as explained above.

Signature

Date

